S E C R E T

18 - 24 May 1986

OC-CS

1. The monthly technical and financial review of the Between Building and Commo Center segments of the New Building Communications Program was held at [   ] on 22 May. For progress exhibited during the first three months of this year, [   ] has been given a rating of excellent under the contract's award fee criteria.

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2. [   ] attended the quarterly MERCURY Review Panel Meeting held on 20 May. Senior contractor officials briefed Agency representatives on the status of the program. Currently, schedules are being met and performance is being conducted within the overall estimated cost of the contract.

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3. Each Division is reminded that the Deputy Director for Administration again this year issued guidance for the procurement of supplies, equipment, and services chargeable to the current fiscal year and service contract renewals for next year. [   ] sets forth the various and applicable deadline dates for submission of FY-86 requisitions to ensure their timely and orderly completion. FY-86 requisitions submitted after the stated deadline dates will require approval of the appointed senior officer at the Directorate level. Additionally, 1 July 1986 is set as the deadline date for submission of requests to renew annual service contracts. [   ] should be reviewed to ensure compliance with the deadline dates as established.

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OC-MPS

1. [   ] Office of Communications (OC) representive to the Directorate of Operations (DO), Information Management Staff, on 22 May to develop a strategy regarding the possible issuance of a "secure voice"

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S E C R E T

OC-MPS (Continued)

policy by the DO. A variety of correspondence was reviewed which
had been generated over the past several years and additional
correspondence on file in the DO will be reviewed prior to a
second meeting on this subject.

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25X1   3. [   ] will retire on 30 May after more than
31 years of Government service.

OC-AMD

1. The Overseas Orientation Program (OOP) was conducted at
the Communications School (CS) from 20-23 May. Thirty personnel
attended, twenty-five from OC, three from the Office of Logistics,
and two from the Office of Security. The next CS running of OOP
is scheduled for 29 July-1 August.

2. Four instructors and one recently graduated Panel D
officer are providing communications training and field opera-
tions support to Career Trainees attending the Special Operations
25X1   Training Course in progress [   ]

3. Three Intelligent Communications Terminal (ICT)
instructors are providing training in three overseas areas
encompassing seven separate sites. Training requirements
for the ICT system is increasing as more on-line activations
are scheduled.

4. The entire staff of four TERP instructors are overseas
25X1   providing on-site training. [   ]
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S E C R E T

S E C R E T

OC-AMD (Continued)

     5. The Computer-Based Training Room continues to accommodate a steady flow of customers. The most frequently requested courseware includes the Digital Data Communications Series on the IVIS systems and Basic Wang Word Processing on the Kee systems. Several individuals have also taken the Longman Crown Performance Series courses on the IBM systems.

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     8. While actively recruiting throughout the Midwest and Texas, OC recruiters recently gave presentations to approximately 1,200 individuals interested in Agency employment. Of this total, 572 candidates passed OC testing requirements and were issued employment packages to prepare and return for processing.

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S E C R E T

S E C R E T

OC-AMD (Continued)

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10. Renovation work has begun on the [   ] ground floor with planned completion by the end of August.

11. A few months ago we reported that the Finance Services Branch had obtained an NSA software program to process domestic
25X1 traveling accountings on the IBM Personal Computer (PC). [   ]
25X1 [   ] revised the software and [   ] converted the program to the Wang PC. Efforts are now being made to use the program on the Wang Alliance. This program is creating much interest in other components and likely will be employed Agency-wide. More information will be provided travelers after experiments are conducted with the software.

OC-ED

1. The Second Phase Automated Relay System (SPARS) II at Headquarters was converted to the new Cluster software on 22 May. Both SPARS I and SPARS II at Headquarters have been converted, but they are not clustered together as they are operating independently in a stand-alone mode.

2. Several members of the OC Engineering Division were given a tour of Bendix's Time and Frequency Division as part of a capabilities briefing. Bendix is currently working on a "white paper" study of our network timing, frequency standards, and methods of clock distribution.

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5. [   ] joined the Division on 22 May. Dave is in the Agency co-op program and is currently a junior majoring in
25X1 electrical engineering [   ] He is scheduled to return to school in mid-August.
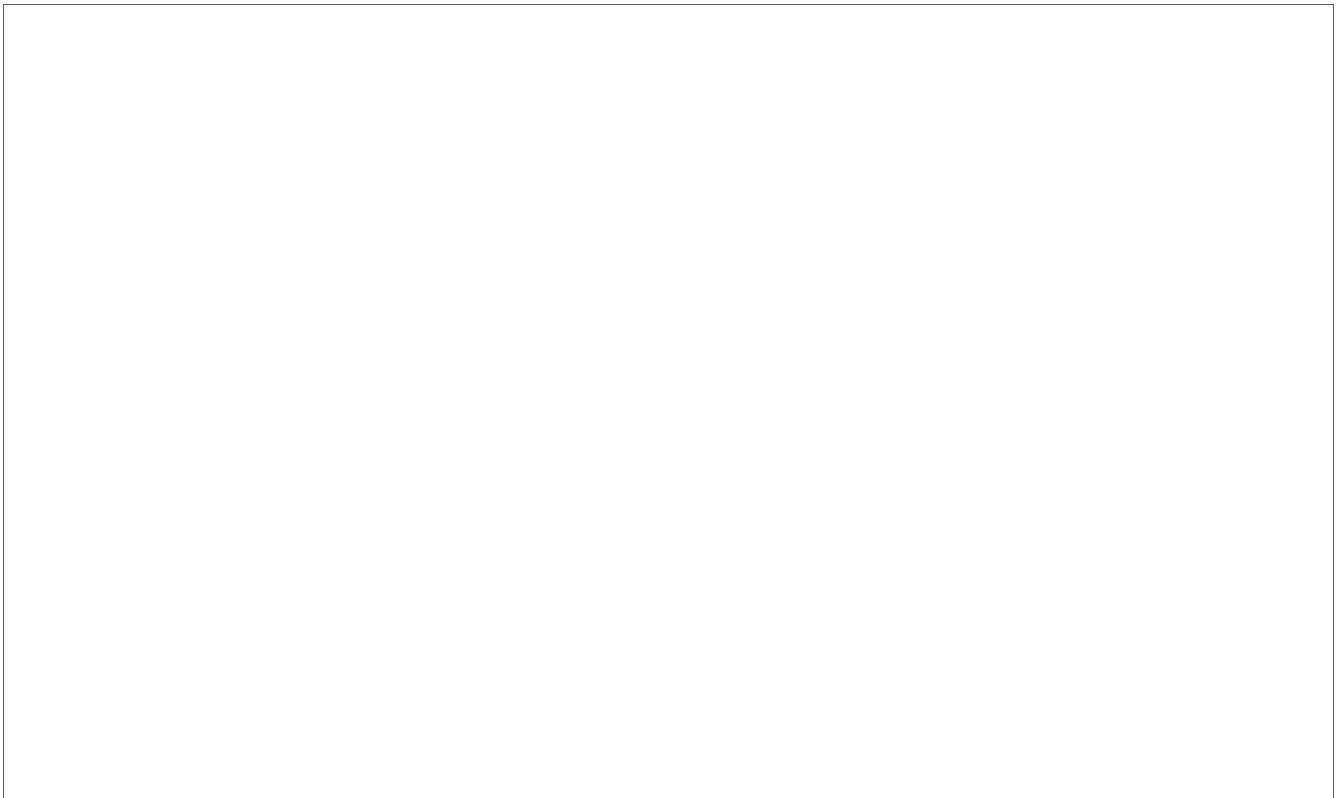
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S E C R E T

OC-ED (Continued)

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OC-FND

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Executive Assistant, OC